ESD/ERD Intergraded Modeling Meeting
March 1-3, 2011

Required services/specifications:

- Meeting space to accommodate up to 40 people
  - Room Set-Up – Round tables to facilitate movement/discussion
  - No construction/repairs/disrupting events scheduled during this time frame
- Wireless internet connectivity in meeting rooms
- Audio-Visual Support:
  - Projector, screen, laptop, laser pointer, printer, sound system, 2 microphones, power-strips
  - Other: Flip charts, markers, podium
  - A/V set-up and on-site support
- Registration Area
- Conference Center/Hotel – one location (non-smoking meeting rooms)
  - Reserve block of 30 hotel rooms at the government rate
  - Free in-room wireless internet access for hotel guests
  - Business Services Center access
- Food and Beverages:
  - Meet/Greet Reception area with light hors d'oeuvres (menu needed)
  - Morning/Afternoon drinks/snacks (menu needed)
  - Buffet lunch (hot) one day (menu needed)